

Editors' Association of Canada/Association canadienne des réviseurs Membership Fee Relief Guidelines

Effective date: June 2021

Purpose

These guidelines are to help implement the Membership Fee Relief Policy.

Fee reduction

Editors Canada will consider providing two types of membership fee relief for members:

- a temporary suspension of annual fees while a member has a catastrophic illness, or
- a reduction of annual fees when a member develops a permanent disability that prevents them from working.

These are two distinct categories, and the purpose of Editors Canada giving fee relief is different for each one.

- Catastrophic illness: provides some temporary psychological relief to a member.
- Permanent disability that prevents a member from working: provides continued community.

Temporary relief: catastrophic illness

Providing a respite from fees for members who develop a catastrophic illness will

- take the financial decision off the member's huge list of stresses and concerns, and
- keep the person connected to the editing community as they go through treatment.

Reduced fees: permanent disability

Providing reduced annual fees when a member develops a permanent disability that prevents them from working will

- allow the person to keep attending local meetings and be on the email forum and in the members-only Facebook group, and
- bring some money into the association (rather than no money, if the member cannot renew their membership).

Eligibility

Either option is available for people who have been members for at least 12 months.

Student affiliates are not eligible.

Decisions

Referral to the NEC may come in several ways, such as

- the affected member contacting the office (staff or the executive director) or a director (or former director)
- the affected member's branch or twig contacting the office or a director (or former director)
- a director bringing it to the NEC

The executive director or a director will bring each case to the national executive council (NEC) for decision. The NEC will vote on each case but the names will be redacted from the record of votes.

A doctor's letter is not required in either circumstance. (This type of information is often known to some members; it is rarely secret.)

Nonetheless, the executive director or director who brings a case to the NEC should ask the person if they want to remain anonymous to the NEC. The executive director and all directors must use great care in handling information that is considered personal.

The NEC will make each decision on a case-by-case basis. Editors Canada is not obligated to extend this fee relief to members.

Time frames and reductions

For catastrophic illness, the time frame is up to the NEC. Options that directors could grant include the following:

- a hold on fees for 6 months, not renewable
- a hold on fees for 6 months, renewable
- a hold on fees for 12 months, not renewable
- a hold on fees for 12 months, renewable for up to two years

A note should go on the person's file as soon as the NEC votes on it. This will extend the person's membership so that the timing of the renewal email is adjusted.

For permanent disability, the NEC will reduce the fee by the percentage it thinks is appropriate in each case.

Revisions

The guidelines and the Membership Fee Relief Policy are in effect for a trial period for 2 years (as of June 2019). After that, if the national executive council votes to extend them, they will be reviewed in the five-year review cycle for Editors Canada governance documents.

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.